

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE0449158  
POSITION NO: 242753  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 08/25/14  
CLOSING DATE: 09/08/14

DEPARTMENT NAME / WORKSITE: Office of Educational Research & Statistics (STEP) / Window Rock, Arizona

WORK DAYS: <u>Mon. - Fri.</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>Y66A</u>
WORK HOURS: <u>8am-5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>46,363.20</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>22.29</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs a variety of educational outreach related to the implementation of the United States Department of Education State-Tribal Educational Partnership (STEP) Grant program. Collects educational data through surveys and agreements with New Mexico Public Schools. Coordinates and provides professional development for teachers. Devises spreadsheet and data entry screens for data manipulation. Coordinates, plans and develops a Navajo education statistical publication. Establishes rapport with public school officials. Presents academic achievement and school demographic studies to school teachers, administrators, school boards and community members. Creates evaluation tools for programmatic evaluations. Interprets and critiques policies and regulations regarding educational services. Conducts and applies literature research to reports and studies. Establish contacts and serves as a liaison with local, state, and federal education agencies. Attends and presents information at conferences, seminars, and workshops. Works with Microsoft Excel, Access and PowerPoint for data collection, manipulation, management and presentation with a familiarity with IBM SPSS.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- Bachelor's degree in Elementary, Secondary Education, Social Sciences or related field; and four (4) years in the educational field including classroom teaching and supervisory responsibility

**Preferred Qualifications:**

- Master's degree in Elementary, Secondary Education or related field.
- Certification/licensure in K-12 Education.
- School Administrator Certification, Elementary or Secondary Teaching Certificate.
- Proficiency in Microsoft Office Software or other computer applications

**Special Requirements:**

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of Arizona/New Mexico State Public School System. Knowledge of educational concepts, educational research methods, statistical applications, and theories. Skill in designing data collection surveys. Skill in formulating written research studies. Skill in coordinating meetings and expressing project purpose. Navajo Language speaker preferred.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**